



Online Claim Request Form Instructions

Thank you for expressing interest in submitting your CACFP claims on the web. On our web site you will find a Non-DPHHS Employee System/File Access Request form and an Internet Claim Filing Agreement, the first step in the process.

Please complete the gray portions of the first section of the Access Request form, print it, and sign and date it. Do not complete any items in the last section. Print the Internet Claim Filing Agreement form, fill it out and mail both forms to the address on the form.

When we receive them, we will complete the processing and send you a log-on, password, and easy-to-follow instructions for submitting your claim. If you have questions or need additional information, please call 1-888-307-9333 or 406-444-4347.